



Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

Join our Team



**For Appointment of:
Higher Level Teaching Assistant (HLTA)**





Welcome from Executive Headteacher

Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.



Welcome from Head of Primary Phase

Helen Taylor

Our children are at the heart of everything we do here at Saint George's. Through the delivery of our curriculum, we aspire for all of our children to be challenged, and develop into independent, successful, safe, and happy learners, ready to tackle the next stage of their education with hope and confidence. At Saint George's we have a unique opportunity to teach and develop children from the age of four to eighteen in a safe and caring environment that puts the individual first. We have high aspirations and expectations for all staff and pupils and strive for high quality teaching and provision for all.

As an all-through school, we also have access to the huge range of expertise and facilities on offer at the secondary phase, such as specialist subject colleagues teaching in the primary phase, playing fields, a library, science laboratories, a multi-use games pitch and music resources. Outdoor Learning is hugely important for our school and Forest School forms a large part of our Curriculum. We believe children learn best when they are active and motivated in and by everything the outdoor environment has to offer.

From the moment children join Saint George's Primary Phase they become part of our dedicated and successful community where we value each individual and nurture their special talents.

I look forward to receiving your application.

All Different • All Equal • All Flourishing



Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto **'All Different, All Equal, All Flourishing'** emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



"Visitors most often comment upon the profound sense of community within the school."



Diocese of
Rochester

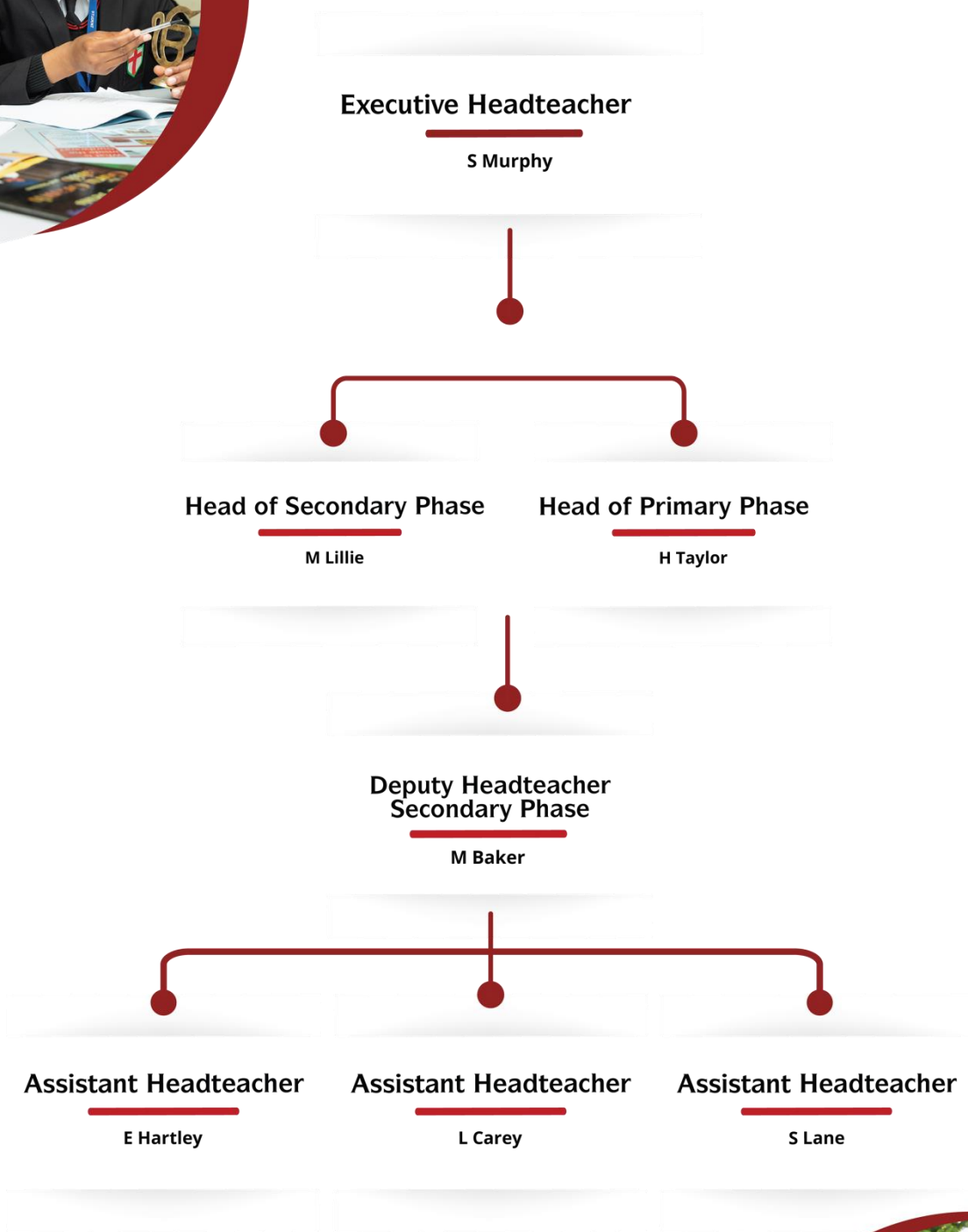
SIAMS INSPECTION 2019



EXCELLENT

Ofsted
Good
Provider

School Structure



Job Description

Job Title	Higher Level Teaching Assistant (HLTA) – Primary Phase
Location	Gravesend
Duration	Permanent
Work Hours	Part-time, term time
Reporting to	Head of Primary Phase
Salary	AAT D - £26,393 - £27,713 per annum FTE (£20,117.53-£21,123.68 pro rata to part time hours)
Pension	LGPS



About the Role

An exciting opportunity has arisen for a Higher-Level Teaching Assistant of exceptional ability to join our team to work in this over-subscribed and successful all through school. The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. Your supportive role will enable children and their families to access outstanding provision as soon as they join our all-through school.

We would love to hear from you if you:

- ✦ want to be involved in shaping and developing outstanding learning experiences to enable all children to thrive
- ✦ want to work in a supportive and caring environment
- are committed to enabling every child to achieve the very best they can

To be successful in this post, you will need:

- ✦ Previous experience of working with children in Primary school.
- ✦ A desire to lead learning across the whole primary phase
- ✦ A personal high standard of maths and literacy skills with a secure understanding of English grammar
- ✦ An understanding of using assessment for learning to enable pupils to make progress
- ✦ An understanding of the maths mastery approach
- ✦ To be enthusiastic and highly organised about all aspects of classroom operation
- ✦ Have high expectations of both pupils and yourself
- ✦ To be self-motivated and show creativity when adapting learning to meet the needs of individuals or small groups of children
- ✦ A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background
- ✦ To be able to demonstrate our Christian values
- ✦ To be able to inspire, motivate and foster excellent relationships, working in partnership with staff, parents, governors and our wider community
- ✦ Good interpersonal skills, a sense of humour and the ability to work as part of a hard-working, enthusiastic, supportive and committed team
- ✦ To be committed to your own professional development and keen to make a significant contribution to the life of our school

Key Responsibilities



Job Purpose

- ♥ To support children's learning within the primary phase of our all through provision.
- ♥ To support the class teacher in the provision of excellent learning opportunities.
- ♥ Work with class teachers to raise the learning and attainments of pupils.
- ♥ Lead learning and cover lessons where required such as PPA cover.

Duties and Responsibilities

- ♥ Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- ♥ Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- ♥ Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- ♥ Use effective behaviour management strategies consistently in line with the school's policy and procedures
- ♥ Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- ♥ Observe pupil performance and pass observations on to the class teacher
- ♥ Supervise a class if the teacher is temporarily unavailable
- ♥ Use ICT skills to advance pupils' learning
- ♥ Undertake any other relevant duties given by the class teacher
- ♥ To cover and lead class teaching (under supervision) as and when appropriate
- ♥ Direct the work, where relevant, of other adults in supporting learning
- ♥ Read and understand lesson plans shared prior to lessons, if available
- ♥ Prepare the classroom for lessons
- ♥ Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy





Knowledge and Skills

- ♥ Experience and knowledge of working within Primary education
- ♥ High standard of maths and literacy skills with a secure understanding of English grammar
- ♥ An understanding of and the ability to deliver systematic synthetic phonics
- ♥ An understanding of or willingness to learn, the maths mastery approach
- ♥ An understanding of using assessment for learning to enable pupils to make progress
- ♥ Confidence to cover planning, preparation and assessment time for the teacher
- ♥ Good communication skills
- ♥ Ability to inspire, motivate and foster excellent relationships, working in partnership with staff, parents, governors and our wider community
- ♥ Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic and committed team
- ♥ Promote the safeguarding of all pupils in the school
- ♥ Understanding of effective teaching methods
- ♥ Knowledge of how to successfully lead learning activities for a group or class of children
- ♥ Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support
- ♥ Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice

Personal Qualities

- ♥ Enthusiastic and highly organised about all aspects of classroom operation
- ♥ Have high expectations of both pupils and of yourself
- ♥ Self-motivated and show creativity when adapting learning to meet the needs of small groups of children
- ♥ A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background
- ♥ Be committed to your own professional development and keen to make a significant contribution to the life of our school



Person Specification



Essential Skills and Experience

- ♥ Successful, relevant experience of working with children of primary age within a learning environment and appropriate qualification.
- ♥ Good understanding of child development.
- ♥ The ability to apply behaviour management policies and strategies, which contribute to a purposeful learning.
- ♥ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths.
- ♥ Be able to work effectively as part of a team and contribute to group planning etc.
- ♥ Be able to work independently and on own initiative.
- ♥ Must be flexible with effective time management skills.
- ♥ Commitment to safeguarding pupil's wellbeing and equality
- ♥ Commitment to maintaining confidentiality at all times
- ♥ Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
- ♥ A positive, can do attitude and a good sense of humour
- ♥ Must have excellent communication skills in order to build rapport with adults and children, both verbally and in writing.
- ♥ A proven ability to motivate pupils.

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheiaitrust.org.uk

01474 533 082

To apply for this role, please visit MyNewTerm:

[Online Application Form](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

Saint George's C of E School

Meadow Road,
Gravesend,
DA11 7LS

Unique Reference Number:

137609

Telephone:

01474 533 082

Website:

saintgeorgescofe.kent.sch.uk

Email:

HR@aletheiaacademies.org.uk